

OTE 84-1215

21 May 1984

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

[Redacted]  
Executive Officer/OTE

STAT

SUBJECT: Blacks in Government Conference, 30 August - 2 September 1984

George:

1. Received the flyer addressed to Mr. Casey on Blacks in Government Conference scheduled for 30 August - 2 September 1984.

2. This annual session is always well publicized by OTE and O/EEO and the Agency sponsors dozens of black employees for the Conference. Didn't know whether or not you expected a formal reply from the DCI on the letter he received from the National President of BIG. Recommend against it since it is a form letter sent to all Government and private organizations.

STAT

Distribution:

Orig & 1 - Adse  
1 - EXO Chrono  
1 - OTE Reg



## ROUTING AND TRANSMITTAL SLIP

5/16

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/TRAINING AND EDUCATION		<i>dy</i>	
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4.			
5.			
<input checked="" type="checkbox"/> Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

#1 - FOR ACTION

cc: D/PERSONNEL

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
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SUSPENSE

Date

Remarks

STAT

Date

3637 (10-81)

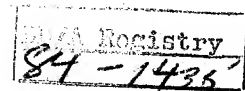


## BLACKS IN GOVERNMENT

1424 K. Street N.W. Suite 604  
Washington, D.C. 20005  
(202) 638-7767

Executive Registry

84-2077



May 8, 1984

The Honorable William J. Casey  
Director, Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:


The National Organization of Blacks in Government (BIG), will convene its Sixth Annual Training Conference August 30 - September 2, 1984 in Washington, D.C. at the Sheraton Washington Hotel. The Conference theme -- "Training for Success in the Technological Work Environment" -- is a continuation of the organization's commitment to promote career growth and cultural development of Black federal, state and local employees. We would, therefore, like to take this opportunity to share some of our concerns regarding conference involvement, and applaud you and your office for your past participation in BIG Training Conferences.

Our Conference, with its training enrichment courses, is the only one of its kind in the country which specifically addresses the concerns of Black government employees. This includes employees at the federal as well as state and local government levels of operation. We are very appreciative of your past efforts in removing barriers to attendance of Black government employees, and hope that this commitment will continue.

This year's Conference will provide training in the importance of productivity, computer literacy, office automation, performance appraisal and career development. We believe these efforts will have a positive impact in addressing our mutual concern of promoting greater employee efficiency. Thus, this communique sets forth an area of involvement in which we hope you will agree to encourage your employees to participate by making training funds available to them.

Please find enclosed a copy of the Conference announcement. For more information, please contact Mr. Robert Carter, General Conference Chairman at (202) 638-7767.

Sincerely,

  
Thomas O. Jenkins  
National President

TOJ/lmk  
enclosure

DCI  
EXEC  
REG



## BLACKS IN GOVERNMENT

invites you  
to participate in its

### SIXTH ANNUAL NATIONAL TRAINING CONFERENCE

**Theme: TRAINING FOR SUCCESS IN THE TECHNOLOGICAL WORK ENVIRONMENT**

**Sheraton Washington Hotel**  
2660 Woodley Road at Connecticut Ave., N.W.  
Washington, D.C. 20008

**August 30 - September 2, 1984**

**BLACKS IN GOVERNMENT's** Annual National Training Conference is the only national forum designed specifically to address problems and issues confronting Black government employees. Blacks In Government is committed to the development and promotion of programs and training directed toward the achievement of a state of economic and social well-being among Blacks in government. It is a non-profit, non-partisan organization of federal, state and local government employees.

#### **Registration and Hotel Information**

	<u>Members</u>	<u>Non-Members</u>
Advance Registration (by August 10, 1984)	\$110.00	\$125.00
Registration (after August 10, 1984)	\$135.00	\$150.00

The registration fee entitles conferees to attend all workshops, exhibits and general sessions.

**Advance Registration** simplifies the process and saves you money. You may register in advance by completing the enclosed form and returning the original and one copy with payment or appropriate authorization to Blacks In Government, 1424 K Street N.W., Suite 604, Washington, D.C. 20005. You are urged to register early. Registrations will be honored in order of receipt and fee payment. On site registration will begin on Thursday afternoon, August 30, 1984, at 3:00 P.M.

**Hotel Accomodations** are the responsibility of each registrant. Special conference rates have been made available. Single rooms are \$54 plus tax per night and doubles are \$58 plus tax per night. The Sheraton Washington Hotel is the official conference hotel. All sessions will be conducted there. To reserve a room at the special conference rate, call the hotel directly (202) 328-2000 and specify that you will be attending the Blacks In Government (BIG) conference. Because hotel rooms are heavily booked in Washington at this time, early reservations should be made. Prompt registration assures that BIG will receive proper financial credit with the hotel.

#### **Conference Features**

Workshops

Plenary Sessions

Expositions

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16MAY84				CROSS REFERENCE OR POINT OF FILING
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